



National Service Criminal History Checks (NSCHC) Certification

Purpose: This form is to verify that the criminal history check policies and procedures of the legal applicant entity for the program named below are in compliance with all Corporation for National and Community Service (CNCS) and CaliforniaVolunteers (CV) requirements.

Instructions: The legal applicant should review the National Service Criminal History Checks (NSCHC) requirements listed below and provide assurance that your AmeriCorps program's criminal history check policies and procedures satisfy all requirements. A signed original of this form must be submitted to CV along with the complete contract package.

Note: CV strongly recommends use of the CV National Service Criminal History Check (NSCHC) Steps Checklist and California AmeriCorps State National Service Criminal History Check Verification Form to ensure all requirements are properly met and documented (both forms are available on CV Grantee Central).

Required Criminal History Check Components for all "Covered Positions"¹ (staff and AmeriCorps applicants):

1. Nationwide² name-based National Sex Offender Public Registry Check using NSOPW.gov; **and**
2. Statewide Criminal History Registry Check in the State of residence³ **and** in the State where the individual will serve or work

AND

3. FBI National Fingerprint-based Check

All checks must be conducted and any results considered according to Program and CV policy, with the individual cleared prior to the start of service and/or time on the grant. **This includes anyone listed on the budget whether grantee or match funded.**

CV requirements are that the legal applicant:

1. Follow all CNCS requirements outlined in 45 CFR §§ 2540.200 – 2540.207 and CNCS' most recent *NSCHC FAQs*; and
2. Follow CVs' definition that since all programs/grantees serve and/or enroll vulnerable populations, all covered staff and potential AmeriCorps members must complete the **State, FBI and NSOPW.gov** checks; and
3. Recheck the NSOPW.gov nationwide search prior to the start of each term of service for all returning AmeriCorps members; and
4. Ensure all required checks are completed, results are considered and the individual is cleared prior to becoming an AmeriCorps member eligible to earn hours and/or a staff person beginning work on an AmeriCorps grant; and
5. Appropriately documents the checks process and retains a verification form and NSOPW.gov results in each staff/member file; and
6. Has a written policy and procedures in place, which at a minimum addresses requirements 1-5.
7. **Ensure one staff member be trained annually in National Service Criminal History Checks using CNCS' training module and maintain the resultant training certificate (per AC Terms and Conditions).**

On behalf of **[LEGAL APPLICANT ENTITY NAME]** I have assessed and verified that **[PROGRAM NAME]** has met all CV National Service Criminal History Check requirements. I understand that **[LEGAL APPLICANT ENTITY NAME]** must produce documents demonstrating compliance with these requirements to CV within 48 hours upon request, and that this is also included as part of CV's Member File review process.

Print Legal Applicant Agent

Title

Signature Legal Applicant Agent

Date

¹ A "covered position" is a position in which an individual serving or employed receives a living allowance, stipend, national service education award, or salary through a program receiving a grant under the national service laws. **Coverage is not dependent on the type of service the individual is performing, the individual's access to vulnerable populations, or whether the grantee or sub-grantee programs are using federal share or grantee matching share funds to pay the individual, including salary or stipends which may be counted as matching contributions [as defined by CNCS in most recent FAQs]. If they are included in your budget, they must have all checks done.** See 45 CFR § 2540.201 [http://www.nationalservice.gov/sites/default/files/resource/fedregister_final_rule_oct_5_2012.pdf].

² An "Advanced Search" of geographic region will not satisfy this requirement. All states that make up the nationwide NSOPR database must be checked before the check is considered complete. Use of a vendor for this check is often not compliant. (See CNCS' NSCHC FAQs regarding Vendors).

³ The State where a candidate "resides" is the location where the individual has made a home which he/she considers to be his/her place of residence at the moment in time that he/she applied to serve or work. College students must be handled differently. An individual applying to serve or work who is an enrolled full-time college student is deemed to be residing in the state where he/she lives for the purpose of attending the school without regards to whether or not that home is on- or off-campus, and whether or not that home is in the same state as the college is located. Programs may not opt to use any other basis for identifying the student's residence state, e.g., such as the student's family home. The state to check does not change because a student is on semester or summer breaks temporarily residing elsewhere, and there is no test needed to measure duration of residence while attending school [as defined by CNCS in most recent NSCHC FAQs].